

King, Valerie A.

From: Schuster, Dave
Sent: Monday, November 24, 2003 8:39 AM
To: King, Valerie A.; Nixon, Gerry M.; Zhang, Mingda (R&D); Lau, Raymond W.; Werley, Michael S; Gaworski, Charles L.
Subject: RE: WSA Master Schedules, Action Item Log and Summary Product Matrix
Sensitivity: Confidential

Hi Team,

I was ill Friday and therefore was not able to get you the current/revised action item log. So, here's both the action item log and matrix. Please send me your updates to include any updates to may have for the master schedules by close of business today. **Note: you do not have to put your updates in red for the action item log--but please continue to update in red any updates to the Matrix.**

Thanks,

Dave

-----Original Message-----

From: Schuster, Dave
Sent: Thursday, November 20, 2003 8:21 AM
To: King, Valerie A.; Nixon, Gerry M.; Zhang, Mingda (R&D); Lau, Raymond W.; Werley, Michael S; Gaworski, Charles L.
Subject: RE: WSA Master Schedules, Action Item Log and Summary Product Matrix
Sensitivity: Confidential

Disregard the Action Item Log I sent you with this original email. Chuck and Mike have updated a "Revised" Action Item Log. If they do not have any further changes, I will send the updated log to everybody by close of business tomorrow. Please do not forget the deadline of close of business Monday, Nov 24th, for having your updated schedules and Matrix to me. I do not anticipate any further updates to the Action Item Log after tomorrow but will let you know if there are any changes.

Thanks,

Dave

-----Original Message-----

From: Schuster, Dave
Sent: Tuesday, November 18, 2003 11:24 AM
To: King, Valerie A.; Nixon, Gerry M.; Zhang, Mingda (R&D); Lau, Raymond W.; Werley, Michael S; Gaworski, Charles L.
Subject: WSA Master Schedules, Action Item Log and Summary Product Matrix
Sensitivity: Confidential

Hi team,

I will be delivering the current schedules, action item log and matrix shortly. Due to Thanksgiving next week, I need to have everything finalized and ready for Ken by next Wednesday--Rick's next staff meeting is Monday, Dec 1st. I therefore need your help in meeting this deadline. Please send me all your updates by close of business Monday, Nov 24th. Attached are the electronic copies of the action item log and matrix. Same drill, highlight your changes in red and return by deadline date. I will send you a reminder Friday of this deadline for the updates.

11/24/2003

PM3006719527

Thanks,

Dave

Dave Schuster
Project Management Consultant (Quantum Resources)
RD&E, Bldg A1
274-7266

11/24/2003

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